



Massachusetts Department of Environmental Protection

Bureau of Air & Waste

AQ 31

Optional Greenhouse Gas Emissions Reporting Form for Retail Sellers of Electricity

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Basic Information

Retail Seller Company/Organization Information:

Company/Organization Name

Mailing Address

City/Town

State

ZIP Code

http://

Web Site

Type of Retail Seller (check one):

☐ Competitive Supplier/Electric Utility
(Complete Field Below if Competitive Supplier)

☐ Municipal Electric Department/Light Board

Massachusetts Department of Public Utilities License #

Retail Seller Contact Person:

Contact Person Name

Contact Person Title

Mailing Address

City/Town

State

ZIP Code

Telephone Number

Fax Number

Email Address

Alternate Contact Person (optional):

Contact Person Name

Contact Person Title

Mailing Address

City/Town

State

ZIP Code

Telephone Number

Fax Number

Email Address

Electricity Generation & Greenhouse Gas Emissions Summary:

Summarize total megawatt hours (MWh) and total short tons of greenhouse gases (GHGs) in carbon dioxide equivalents (CO₂e) as detailed in Parts B and C of this form.

Note: The sum of the MWh from Parts B and C must not exceed the total MWh sold to customers.

Emissions Year	Total Non-Emitting MWh (From Part B of This Form)	Total Emitting MWh (From Part C of This Form)	Emitting Short Tons CO ₂ e (From Part C of This Form)

Please note that the final Emission Factors (EFs) provided to all retail sellers in the AQ 32 Mandatory Greenhouse Gas Emissions Reporting Form for Retail Sellers of Electricity will be determined based on the draft EFs and information submitted in AQ 31 Optional Greenhouse Gas Emissions Reporting Form for Retail Sellers of Electricity. Your company/organization will need to submit a AQ 32 Mandatory Form within 30 days of MassDEP posting final EFs on its web site whether or not you submit a AQ 31 Optional Form first.



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B. Non-Emitting Megawatt Hours (MWh)

Complete if a Competitive Supplier/Electric Utility:

Amount of Non-Emitting MWh (total must equal Total Non-Emitting MWh above)	Type of MWh	Documentation Required
	Massachusetts Department of Energy Resources (DOER) Renewable Portfolio Standard (RPS) eligible	New England Power Pool Generation Information System (NEPOOL GIS) "My Certificates Disposition" reports for the four calendar quarters of the year
	Not RPS eligible and retired from Retail Seller's NEPOOL GIS subaccount; Retail Seller has contract for the electricity	1. Enter each unit's MWh in table on Page 3 2. NEPOOL GIS "My Certificates Disposition" reports for the four calendar quarters of the year 3. Copies of contract(s)

Complete if a Municipal Electric Department/Light Board:

Amount of Non-Emitting MWh (total must equal Total Non-Emitting MWh above)	Type of MWh	Documentation Required <input type="checkbox"/> Page 57 "Electric Energy Account" of the Annual Return to DPU for the reporting year has been included with this submittal [or is posted on DPU webpage].
	From a municipally-owned generator	1. NEPOOL GIS Annual "Generator Certificate Disposition" report showing Unsettled Certificates whose attributes were aggregated in Residual Mix Certificates 2. "Generating Station Statistics (Large Stations)" pages 58 & 59 and/or "Generating Station Statistics (Small Stations)" page 66 from Annual Return to DPU, as appropriate
	From a generator that the municipality does not own but for which it has a contract for the electricity	1. Enter each unit's MWh in table on Page 3 2. NEPOOL GIS Annual "Generator Certificate Disposition" report showing Unsettled Certificates whose attributes were aggregated in Residual Mix Certificates 3. Copies of contract(s) 4. "Purchased Power" pages 54 & 55 from Annual Return to DPU
	Massachusetts Department of Energy Resources (DOER) Renewable Portfolio Standard (RPS) eligible	1. NEPOOL-GIS "My Certificates Disposition" report for the four calendar quarters of the year

B. Non-Emitting Megawatt Hours (MWh) (continued)



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Complete if a Retail Seller submitting a contract to document Non-Emitting MWh. **Attach copy of contract.**

Note: Use the same Fuel Codes as when reporting to the U.S. Department of Energy / Energy Information Administration (EIA) on Power Plant Operations Form 923. See instructions for a list.

Municipalities

Note: Round Annual Return kWh values to MWh.

Municipalities

Note: Any pages of your Annual Return listed here **must** be attached to this form unless the Return is posted on the DPU webpage.

Facility Name & Unit Number(s)	State/Province	ISO Resource ID (MSS, NON or IMP #)	Municipal Annual Return to DPU (from "Purchased Power": a. line #(s) from pages 54 & 55 that include Resource; b. name(s) from Column (a) of page 54 (e.g., Project 1); c. total MWh for Resource from column (k) on Page 55.)	Fuel Code	MWh (Municipalities: MWh must not be greater than total MWh shown in item c. at left.)
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		

Continue to Part C. Emitting Megawatt Hours (MWh) & Emissions ►

C. Emitting Megawatt Hours (MWh) & Emissions

The table below summarizes the calculations performed to determine Emitting MWh and corresponding GHG Emissions. You must complete this table only if your company/organization is seeking to account for the



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ownership or use of particular Emitting MWh. The Emitting MWh and Emissions reported in Part A are from the following stationary emission sources:

Row ID	Facility Name & Unit Number(s)	State/ Province	ISO Resource ID (MSS, NON or IMP #)	MA AQ ID (if MA facility)	Fuel Code (One row per fuel type per unit)	MWh (Munis: MWh must not be greater than MWh shown on Annual Return)	Non-Biogenic CO ₂ (Short tons)	CH ₄ (Short tons CO ₂ e)	N ₂ O (Short tons CO ₂ e)	Non-Biogenic CO ₂ e (Sum of blue columns in short tons CO ₂ e)	Biogenic CO ₂ (Short tons)
1											
2											
3											
4											

Notes for Completing This Table:

- If MWh are from a facility located in Massachusetts, provide the Air Quality (AQ) ID number assigned to the facility.
- Use the same Fuel Codes as when reporting to the U.S. Department of Energy / Energy Information Administration (EIA) on Power Plant Operations Form 923. See instructions for a list.
- Nitrous oxide (N₂O) and methane (CH₄) emissions must be reported for all fuels.
- Non-biogenic CO₂ emissions must be reported for fossil fuels.
- Biogenic CO₂ emissions must be reported for biogenic fuels, such as biomass, landfill gas, and black liquor.
- Non-biogenic CO₂ emissions must be reported for the non-biogenic component of Municipal Waste.
- Biogenic CO₂ emissions must be reported for the biogenic component of Municipal Waste.

Continue to Part D. Stationary Emission Source Documentation & Categorization ►

D. Stationary Emission Source Documentation & Categorization

Stationary Emission Source Documentation Table for all Retail Sellers



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Any Competitive Supplier/Electric Utility seeking to account for the ownership and/or use of particular Emitting MWh must submit the "Annual Account Holder Report" from its NEPOOL GIS account at <http://www.nepoolgis.com>. All Retail Sellers seeking to account for the ownership and/or use of particular Emitting MWh must also complete the table below, indicating which additional information is attached to this form for each unit.

Stationary Emission Source Information (Please be sure that unit Row IDs match with the table in C.)		Contract vs. Unit Ownership				Calculation Documentation
		Municipal Electric Department/ Light Board Only (Complete only one column for each unit & attach the appropriate page(s) of your Annual Return, unless it is posted on the DPU webpage, and attach the NEPOOL GIS "Annual Account Holder Report")		Competitive Supplier/ Electric Utility Only (Complete one column for each unit & attach your NEPOOL GIS "Annual Account Holder Report")		All Retail Sellers
Row ID	Source reports GHGs under 310 CMR 7.71(5) or (8)?	Municipality does not own source. Attach Contract & "Purchased Power" (pages 54 & 55) from Annual Return. Enter below: a. line #(s) from pages 54 & 55 that include source b. MWh from column (k).	Municipality owns source. Attach Generating Station Statistics (pages 58 & 59 for Large or page 66 for Small) from Annual Return. Enter below: a. Identify Large Source with Page & Column(s) or Small Source with Page & line#(s) b. MWh: Large from line 12 or Small from column (e).	Retail Seller owns source, or MWh are RPS-eligible.	Retail Seller does not own source and MWh are not RPS-eligible. Contract Attached (List contract page number(s) that identify: a. Retail Seller, b. Stationary Emission Source & c. Quantity of electricity purchased.)	Identify Category (I, II, III or IV) from Table Below & Attach Required Documentation
1	<input type="checkbox"/> Yes <input type="checkbox"/> No	a. b.	a. b.	<input type="checkbox"/>	a. b. c.	
2	<input type="checkbox"/> Yes <input type="checkbox"/> No	a. b.	a. b.	<input type="checkbox"/>	a. b. c.	
3	<input type="checkbox"/> Yes <input type="checkbox"/> No	a. b.	a. b.	<input type="checkbox"/>	a. b. c.	
4	<input type="checkbox"/> Yes <input type="checkbox"/> No	a. b.	a. b.	<input type="checkbox"/>	a. b. c.	

Municipalities Note: Round Annual Return kWh values to MWh.

Municipalities Note: Any pages of your Annual Return listed here **must** be attached to this form unless the return is posted on the DPU webpage.

D. Stationary Emission Source Documentation & Categorization (continued)

Stationary Emission Source Calculation Category Table

Use this table to determine which category to list in the last column of the table above. Attach documentation to show calculation of emissions (e.g., from quantity of fuel combusted, fuel heat content, carbon content of fuel, carbon emission rate, etc.) and indicate the source of each piece of information used (e.g., fuel sampling, stack test(s), emission factor(s) published by EPA or The Climate Registry in a specified document, etc.).



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		Retail Seller using all MWh from stationary emission source that is not Combined Heat and Power?	
		Yes	No
Stationary emission source reporting CO ₂ in accordance with 40 CFR Part 75?	Yes	Category I: Use CO ₂ emissions reported per 40 CFR Part 75 and provide documentation of calculation of CH ₄ and N ₂ O emissions	Category III: Provide documentation of calculation of a portion of CO ₂ emissions reported per 40 CFR Part 75 and provide documentation of calculation of CH ₄ and N ₂ O emissions
	No	Category II: Provide documentation of calculation of CO ₂ , CH ₄ and N ₂ O emissions	Category IV: Provide documentation of calculation of CO ₂ , CH ₄ and N ₂ O emissions

Continue to Part E. Certification Statement ►

E. Certification Statement

Note: "The authorized signature...of the responsible official of the entity subject to the requirement to report greenhouse gas emissions in accordance with

"I certify that I have personally examined the optional greenhouse gas emissions report I am submitting and am familiar with the information contained in that report and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines

Authorized Signature

Printed Name

Title

Date Signed (MM/DD/YYYY)



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310 CMR 7.71(9)"
is required by 310
CMR 7.71(9)(e)3.

and imprisonment."

Source of Signatory Authority:

If a Corporation:

- ☐ President
- ☐ Secretary
- ☐ Treasurer
- ☐ Vice President (if authorized by corporate vote)
- ☐ Representative of the above (if authorized by corporate vote and if responsible for overall operation of the facility)

If a Partnership:

- ☐ General Partner

If a Sole Proprietorship:

- ☐ Proprietor

If a Municipality or Public Agency:

- ☐ Principal Executive Officer
- ☐ Ranking Elected Official (empowered to enter into contracts on behalf of the municipality or public agency)